

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Internal Transfer due to Company Restructuring

Dear [Employee Name],

As a result of the recent organizational restructuring at [Company Name], we are writing to formally notify you of your transfer to a new department.

Effective [Effective Date], your position will be transitioned as follows:

- **New Department:** [New Department Name]
- **New Job Title:** [New Title]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Location/Remote/Office]

Please note that your current salary, benefits, and seniority remain unchanged by this transfer. Your primary responsibilities in this new role will include [Brief Description of Key Tasks].

Your new manager will reach out to you shortly to discuss your onboarding process and specific team objectives. We believe your skills will be a valuable asset to the [New Department Name] team during this transition.

Please sign and return a copy of this letter to the HR department by [Date] to acknowledge receipt of this notification.

Sincerely,

[Signature]
[Sender Name]
[Title]
[Company Name]

Employee Acknowledgment:

I accept the transfer as outlined above.

Signature: _____ Date: _____